



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1755
10/04/2019
10/04/2021**

SUBJECT: Commercial Dissemination Policy

POLICY:

The Department of Human Services (DHS) will comply with Georgia Crime Information Center (GCIC) rules and regulations by adhering to all state and federal laws governing the use of Criminal Background Investigations Information. The DHS Office of the Inspector General (OIG) has the responsibility and authority for the enforcement of these procedures (Criminal Justice Information Services (CJIS) Security Policy, Version 5.2, August 2013).

A. Authority

None

B. References

CJIS Security Policy Version 5.2, August 2013
GCIC Policy Manual Rev. 2011
Georgia Crime Information Council Rules, October 2007

C. Applicability

Any employee authorized by OIG to capture and/or transmit fingerprints via an electronic fingerprinting machine or who accesses the GCIC Network Terminal.

D. Definition:

- Hot File: Hot files are entries made by criminal justice agencies into the National Crime Information Center. These include wanted/missing persons, protection orders, known or suspected terrorists, gangs, and stolen and recovered property records. Property records may include vehicles, guns, articles, boats and securities.

E. Responsibilities

Commercial dissemination of criminal history information

1. CJIS Network computers and data will be used solely for the purpose of authorized inquiries and dissemination of criminal history information. No document containing CJIS information, regardless of its source, will be obtained, altered, copied for personal use, delayed, misfiled, given, bought, or sold by any DHS employee.
2. The commercial dissemination of state or federal hot file records obtained from the CJIS system is prohibited. In accordance with federal and state laws, DHS OIG has established a prohibition on the sale of hot file records.
3. Failure to abide by federal and state laws, federal rules and regulations, and Georgia Crime Information Center (GCIC) rules regarding access, use and dissemination of information available via the CJIS Network may result in criminal prosecution by the DHS OIG, and/or administrative sanctions by the Office of Administrative Services and/or GCIC.

F. History

Policy 1755, last reviewed 10/04/2019

G. Evaluation

The OIG BIU Manager/Supervisor evaluates this policy by:

1. Completing quarterly internal audits to ensure responsibilities, certification, and dissemination are performed accurately and efficiently by each employee.
2. Passing any audit with no findings.